



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

Canc: Feb 02

NAVENVIRHLTHCENNOTE 5530
RM

24 SEP 2001

NAVENVIRHLTHCEN NOTICE 5530

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PLAN

Ref: (a) OPNAVINST 5530.14
(b) NAVSUPMAN Volume II
(c) NAVMEDCOMINST 3440.4

Encl: (1) Physical Security and Loss Prevention Plan

1. Purpose. To establish policy, provide guidance and set forth uniform minimum standards for physical security and loss prevention measures to safeguard Navy Environmental Health Center personnel, property and material in accordance with references (a) through (c).

2. Cancellation. NAVENVIRHLTHCENINST 5530.2C

3. Scope. This notice applies to all NAVENVIRHLTHCEN Home Office staff personnel, contractors, and visitors.

4. Responsibilities. Security is the direct, immediate and moral responsibility of all persons in the naval service and civilians employed by the Department of the Navy.

a. Commanding officers are responsible for physical security and loss prevention within their commands.

b. The security officer is the designated representative of the Commanding Officer responsible for planning, implementing, enforcing and supervising the physical security and loss prevention programs of the command.

5. Action. All staff personnel will become familiar and comply with the provisions of this notice.

D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)
List V (All NAVENVIRHLTHCEN Personnel)

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PHYSICAL SECURTY

AND

LOSS PREVENTION

PLAN

~~-UNCLASSIFIED-~~

Enclosure (1)

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1. Area Security

a. The Navy Environmental Health Center (NAVENVIRHLTHCEN) building is located at, Norfolk Commerce Park, 2510 Walmer Avenue, Norfolk, Virginia. Areas within the NAVENVIRHLTHCEN complex having limited access that are prioritized for protection from high to low are provided below:

- (1) Plans and Operations (Plans & Ops) Spaces – Classified material storage.
- (2) Mail Room – Classified material storage.
- (3) Communication Room – Electronic & Voice communication systems.
- (4) Hazardous Materials Office – Proprietary information.
- (5) Management Information Department, Warehouse and Calibration Laboratory - Pilferable material.

b. Access to NAVENVIRHLTHCEN is controlled by a Swipe Card Access System. Swipe cards are assigned to each staff member, programmed with different access levels depending on their job requirements. The building is accessible using a swipe card during the established hours from 0600 to 1800, Monday through Friday at any one of NAVENVIRHLTHCEN's five entrance doors.

c. Entrance to or occupancy of the building outside of established hours requires Command Suite approval. The staff member requiring after hours access must contact the XO, CO or Acting providing justification. Command Suite will notify the Command Duty Officer (CDO) or Watch Bill Coordinator. The CDO will be responsible for unlocking and returning to secure the building after the staff members depart. The CDO is not required to stay at NAVENVIRHLTHCEN during the after hours occupancy by the staff members. However, the CDO must identify the senior staff member who will be responsible for the building in the CDO's absence for any emergency situation. Staff working in the building outside of established hours must also sign in and out of the After Hours Occupancy Log located at the reception desk.

2. Control Measures. The following control measures are in effect for NAVENVIRHLTHCEN spaces:

a. Personnel Access. NAVENVIRHLTHCEN spaces are non-restricted areas; however, access to Limited Access areas are authorized by the Director having control of that area utilizing the following criteria.

- (1) Plans & Ops - Access to the Plans & Ops spaces is controlled by cipher locks.

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The Classified Processing Room (CPR) 60 must be kept locked when general access to the outer offices is permitted. Only those authorized personnel listed on the access list, posted on the inside door to this room have unrestricted access to the CPR. All other personnel who require access must be escorted at all times. Rooms 21, 23, 24, 25 and 30 within the Plans & Ops spaces are normally unlocked and accessible. During mobilizations cipher locks to all Plans & Ops spaces will be locked. During mobilizations only those authorized personnel listed on the access list posted on the inside the door to room 21 have unrestricted access to the Plans & Ops spaces. All other personnel requiring access must be escorted. Access to the Plans & Ops spaces when unoccupied can be obtained by contacting the NAVENVIRHLTHCEN CDO.

(2) Mail Room - Access to the Mail Room is controlled by a key system. Mail Room staff and their supervisor have unrestricted access to the mailroom. All others requiring access to the Mail Room will be escorted. This includes but is not limited to NAVENVIRHLTHCEN personnel, visitors, maintenance personnel, delivery, contractors, and janitorial personnel. The top portion of the Mail Room dutch doors may be open when the space is occupied, but will not be left unlocked or open when the space is unoccupied.

(3) Communication Room - Access to the communication room is controlled by a key system. The communication room will be locked, except when occupied. The Management Information Department and Facilities Management personnel have unrestricted access to the communication room. All others requiring access will be escorted.

(4) Other limited access areas - Access to the Hazardous Material Department, Management Information Department, Warehouse and Calibration Laboratory is controlled by a swipe card access system. These spaces are kept locked at all times. Personnel having access to these spaces have swipe cards programmed for access. All others requiring access must be escorted by someone having swipe card access to that space. This includes, but is not limited to, all NAVENVIRHLTHCEN personnel, visitors, maintenance personnel, contractors, delivery and janitorial personnel.

b. Visitor Access

(1) All visitors are required to enter the facility at the main entrance and sign the visitors log at the command reception desk. Each visitor is required to provide a NAVENVIRHLTHCEN point of contact (POC), or be listed on a roster (students, conference, etc.) previously provided to the command receptionist by the NAVENVIRHLTHCEN staff POC.

(2) All visitors will return to the reception desk and sign out of the visitor's log prior to leaving the building. It is the responsibility of the visitor's point of contact to ensure that visitor arrivals and departures are appropriately logged.

(3) An escorted visitor status may be specifically requested by a NAVENVIRHLTHCEN point of contact or may be required during periods of increased security or as directed by other

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appropriate authority. When the escorted visitor status is in effect, visitors will have a NAVENVIRHLTHCEN employee in their company at all times while in the building.

Note: NAVENVIRHLTHCEN field activity personnel, once identified, are not subject to visitor escort requirements regardless of NAVENVIRHLTHCEN's Threat Condition.

(4) Any command that has a Memorandum of Understanding (MOU) with NAVENVIRHLTHCEN authorizing access to Recreational Facilities must provide an up-to-date roster of their personnel requiring access. For access to NAVENVIRHLTHCEN, these Government employees must be on the Alpha listing and show a picture ID card to identify themselves. During Threat Condition Bravo or above, access to Recreational Facilities will be denied.

(5) Students at NAVENVIRHLTHCEN may obtain a swipe card from their instructor for use during class breaks, to allow them access to the back loading dock where smoking is permitted. At the end of the break, the student must return the swipe card to the instructor. The instructor will obtain the student swipe card from the Organizational Development Training Department.

c. NAVENVIRHLTHCEN Forced/Unauthorized Entry Protocol

(1) Forced or unauthorized entry into the building is possible anytime throughout the work day and requires follow-up action corresponding with the risk judgment of the staff member noting the incident. Risk analysis and appropriate follow-up examples are provided below.

(a) Low Risk - A visitor who accompanies a NAVENVIRHLTHCEN staff member into the building through any entrance other than the main entrance, en route to the reception desk for visitor logging procedures.

(b) Medium Risk - Any unfamiliar person acting in a suspicious manner. Contact the Security Officer, and the Command Duty Officer via the command receptionist at extension 5500. The Security Officer and/or the Command Duty Officer will determine the need for further action in conjunction with Command Suite guidance as indicated by the specific event and guidance detailed in section 5, Threat Conditions/Crisis Management, of this notice.

(c) High Risk - A staff member observes someone other than a law enforcement officer openly displaying any type of weapon. The staff member should immediately enter the closest office and lock the door. Contact the command receptionist at extension 5500, stating the situation, location and a brief description of the person displaying the weapon. The staff member should then call 911. The receptionist will immediately make an internal announcement stating

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"Attention NAVENVIRHLTHCEN personnel this is a lock down call, commence lock down procedures immediately, lock down (pause)(threat location)". The Receptionist would then notify the Norfolk Police at 911 and then seek a safe area. The Security Officer and the Command Duty Officer will report to the reception desk to enable prompt incident coordination with Norfolk Police. To reduce the potential of injury, all NAVENVIRHLTHCEN personnel will immediately exit open or common areas and remain behind locked office doors until the all clear is announced.

(2) Forced or unauthorized entry into NAVENVIRHLTHCEN after hours will activate an alarm causing Sonitrol Security personnel to notify both the Norfolk Police Department and the NAVENVIRHLTHCEN CDO. The CDO will return to the NAVENVIRHLTHCEN to assist the Police Department in checking the building. Note: The CDO is not to enter the building until the Police Department arrives.

d. Key Control

(1) The Key Control Officer will be designated in writing. This individual is responsible for ensuring an annual inventory of all issued keys, swipe cards and maintenance of appropriate logs and records by key sub-custodians. All logs and records must indicate keys on hand, keys issued, to whom, date, time of issue or return, and signature of individuals conducting the key transaction. Continuous key and swipe card accounting is required at all times. Key custodians will forward results of surveys to the Key Control Officer, in October annually, who will ensure discrepancy resolution.

(2) Each Director, Deputy Director, the Command Duty Officer watch standers, and other personnel, as appropriate, will be designated in writing, as key custodians. Key custodians are responsible for all keys issued to that individual. All key requests must be approved through the Physical Security Officer.

(3) Keys will only be issued to those persons with an approved need, authorized by the director having ownership of that space. Personal convenience is not sufficient criteria for issue of a key. The Key Control Officer is responsible for developing and enforcing rules for key issue.

e. Material Control

(1) Packages, briefcases etc. brought into the NAVENVIRHLTHCEN building will be randomly searched, as needed by the CDO or the Physical Security Officer with the visitor's point of contact present to observe, question and/or assist. Refer to Attachment B and contact the Physical Security Officer and CDO immediately if suspicious materials are found.

(2) Warehouse personnel are to be alert when receiving equipment and supplies at the warehouse door. All boxes will be checked for tampering upon receipt. Open boxes or boxes

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with holes in them should be handled carefully and the contents viewed prior to signing the delivery driver shipping ticket. Only boxes addressed to NAVENVIRHLTHCEN will be accepted.

(3) Temporary loan or permanent transfer of NAVENVIRHLTHCEN purchased property to another DOD activity must be coordinated through the Equipment Manager. Command government property control and accountability procedures are detailed in NAVENVIRHLTHCENINST 6700.1 series.

(4) Staff members required to take government property with them outside of the command in order to perform their duties, must have the director having custodial ownership of the equipment item, send a written authorization to the Equipment Manager to obtain a property pass. The property pass must be in the possession of the staff member when the item leaves the building.

f. Vehicle Control

(1) All government owned vehicles (GOV) are stored in the security cage in the back parking lot when not in actual use. The security cage gates are kept locked. Travelers returning after normal working hours have the option to secure the GOV in the security cage upon return using the gate keys provided on each GOV key ring or take the government vehicle home with them and bring the vehicle back to the NAVENVIRHLTHCEN compound on the following NAVENVIRHLTHCEN workday. The command government vehicles are not to remain outside of the security cage in the parking lot after normal working hours.

(2) All privately owned vehicles (POV) will be parked around the perimeter of the building. No POVs are allowed in or near the loading dock area. Overnight travelers/drivers may store their POV in the fenced security compound at their own risk when using a GOV. Further direction concerning the use of GOV can be found in NAVENVIRHLTHCENINST 4600.2 and 5100.12 series.

3. Security Aids

a. Protective Lighting System. In the event of a power failure stationary emergency lighting will come on in all passageways. Emergency lighting is inspected monthly by C. B. Richard Ellis (lessor).

b. Intrusion Detection Systems. NAVENVIRHLTHCEN is protected by a Sonitrol Security System. The security system is monitored by Sonitrol at their location. The security system is armed after normal working hours and disarmed at the start of normal working hours. System maintenance is provided by Sonitrol Security. In the event of an activated security

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alarm, Sonitrol will alert the Police Department and then call the NAVENVIRHLTHCEN CDO. The CDO will return to the compound and assist the Police Department in checking the building using the guidance stated in Attachment D.

4. Security Personnel

a. Command Receptionist

(1) The Command Receptionist/Acting is responsible for:

(a) Monitoring access to NAVENVIRHLTHCEN via the main entrance, ensuring only authorized visitors identified by the receptionist, or the NAVENVIRHLTHCEN point of contact are allowed in the building.

(b) Ensuring all visitors sign in and out of the visitor log.

(c) Contacting the point of contact to announce the visitor. If the receptionist has difficulty locating the staff point of contact, but recognizes the visitor and is reasonably sure that the visitor is not a threat, he or she may allow the visitor access. The receptionist should leave a message in the point of contacts voice mail and then notify someone else in the point of contacts directorate asking that they notify the point of contact of the visitor's presence in the building. If the point of contact is not at work that day, an alternate point of contact must be identified in the visitor log.

(d) Viewing a Picture ID and verifying names on an Alpha listing for those visitors requesting access to NAVENVIRHLTHCEN's recreational facilities as part of an existing MOU.

(e) Contacting the Security Officer or CDO immediately via the NAVENVIRHLTHCEN paging system in the event anyone reports suspicious activity. Security issue pages, are always announced twice in succession.

(f) In the event that the receptionist is notified of anyone other than a law enforcement officer openly displaying any type of weapon he or she will:

1. Immediately make an internal announcement stating "Attention all NEHC personnel this is a lock down call, commence lock down procedures immediately, lock down (pause) (threat location)".

2. Notify Norfolk Police at 911.

3. Move to safety in a lockable office or out of the building.

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(g) See paragraph 5.a. (1) through (5) when Threat Conditions (Threatcons) are upgraded.

b. Physical Security Officer

(1) The Physical Security Officer will be designated in writing by the Commanding Officer. The basic function of the Physical Security Officer will be to assist the Commanding Officer by managing the Physical Security and Antiterrorism program. Specific duties include:

(a) Determining the adequacy and recommend improvements for the command Physical Security and Antiterrorism program to the Commanding Officer.

(b) Establish and maintain liaison with the local Naval Criminal Investigative Service Office.

(c) Assess the threat to the activity.

(d) Conduct annual physical security surveys, vulnerability assessments, inspections and audits.

(e) Establish and provide for maintenance of records relating to losses of government and personal property and violations and breaches of physical security measures and procedures.

(f) Identify the personnel, real property, structures, and assets to be protected and recommend priorities.

(g) Identify and recommend physical security and antiterrorism procedures and security upgrades that will detect, delay, deter, and/or prevent wrongful removal, damage, destruction, or compromise of protected property and/or endanger personnel.

(h) Develop and maintain the personnel identification and access control system(s), as required.

(i) Recommend establishment of restricted areas and determine boundaries ensuring such areas are properly designated by the commanding officer.

(j) Plan, manage, coordinate, implement and direct the command's physical security, law enforcement, antiterrorism, and loss prevention programs, to include developing and maintaining local instructions.

(k) Develop and maintain a command Physical Security and Incident Response Plan.

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(l) Participate in the planning of new construction or modifications of existing facilities to ensure that all physical security, antiterrorism, and loss prevention concerns are adequately addressed.

(m) Organize and train the security force.

(n) Develop written security orders/directives to cover all phases of security and related antiterrorism operations.

(o) Provide technical assistance on all security and antiterrorism matters.

(p) Advise the Commanding Officer during any security related crisis.

(q) Develop, maintain, and administer an ongoing security education program.

(r) Support the security manager in protecting classified material.

(s) Report all actual or suspected terrorist incidents or activities to the Commanding Officer and Naval Criminal Investigative Service Office.

(t) Report to the command reception desk with the CDO to act as command liaison with Norfolk Police in handling high risk Forced/Unauthorized Entry Protocol violations during normal working hours as previously discussed in section 2.c.(1)(c). Fully investigate all forced or unauthorized entry attempts reported as having occurred during CDO cognizance.

(u) Assume Emergency Response Evacuation Plan (EREP) Evacuation Leader responsibilities detailed in Attachment A in the Evacuation Leaders absence.

(v) Conduct Suspicious Object/Bomb Threat Plan investigations detailed in Attachment B as appropriate.

(w) Conduct Dissident Protest Activity/Hostage Situation procedures detailed in Attachment C as appropriate.

c. Physical Security Review and Assessment Team

(1) The Commanding Officer will designate in writing Physical Security Review and Assessment Team (PSRAT) members to advise and assist in application and implementation of the command physical security loss prevention program.

(2) The PSRAT will include representatives of the following areas:

(a) Physical Security Officer (Chairperson)

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- (b) Security Manager
- (c) ADP Security Officer
- (d) Facilities Manager
- (e) Director for Administration
- (f) Legal Officer
- (g) Watch Bill Coordinator
- (h) Tactical Decision Board (TDB)

(3) The PSRAT should provide advice and assistance regarding the following:

- (a) Identifying and prioritizing mission essential assets and developing vulnerability analyses and the activity threat assessment.
- (b) Conducting self assessments of the facility for antiterrorism readiness.
- (c) Meet as required, but at least annually.
- (d) Determining requirements for and evaluating security afforded to areas of the activity.
- (e) Entry and visitor control procedures and establishment of restricted areas.
- (f) Review of draft physical security plans or recommending changes prior to approval by the Commanding Officer.
- (g) Review of command reports of significant missing, lost, stolen and recovered government property, including loss trends analysis and breaches of security.
- (h) Making recommendations for improvements to physical security.
- (i) Developing security education requirements and materials.

d. Command Duty Officer (CDO). The CDO is responsible for the physical security of NAVENVIRHLTHCEN outside of established hours. Specific Security duties and instructions can be found in Attachment D.

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e. NAVENVIRHLTHCEN Staff

(1) Every NAVENVIRHLTHCEN employee is responsible for reading and abiding by NAVENVIRHLTHCENNOTE 5530, our Physical Security and Loss Prevention Plan.

A security brief is provided by the Security Officer to all new staff members upon check-in. Physical Security Loss Prevention training will be attended annually thereafter.

(2) Staff members noting any suspicious activity within the NAVENVIRHLTHCEN compound will immediately contact the command receptionist at 5500 for Security Officer and CDO notification.

(3) Staff members observing anyone other than a law enforcement officer openly displaying any type of weapon will immediately enter the closest office and lock the door. Contact the command receptionist at extension 5500, stating the situation, location and a brief description of the person openly displaying the weapon. The staff member should then call 911.

(4) Staff members hearing "Attention NEHC personnel. This is a lock down call. Commence lock down procedures immediately. Lock down (pause)(threat location)". In order to reduce the potential of injury, immediately exit all open or common areas and remain behind locked office doors until the all clear is announced, as directed in paragraph 2.c.(1)(c) of this notice.

(5) Staff member visitor points of contact are responsible for ensuring that visitors enter the building through the main entrance in order to support visitor logging procedures. Visitor points of contact are additionally responsible for ensuring that all visitors are logged in and are logged out upon departure.

(6) Staff members noting an object in their working area not normally present will inquire about its origin with area coworkers. If area personnel are unaware of the object's presence and origin, the Physical Security Officer will be notified immediately.

(7) Staff members will comply with the guidance stated in Attachments A through D during activation of the EREP, a Suspicious Object/Bomb Threat, Dissident Protest Activity/Hostage Situations and Destructive Weather Plan implementation as appropriate.

(8) Staff members having offices with windows will close their blinds prior to leaving each day. Those employees who are housed in an individual office with windows should leave their doors open to aid the audio detection system.

(9) Employees desiring building access prior to 0600 or after 1800, Monday through Friday, the weekend or holidays will request authorization via their directorate with final Command Suite approval. If approval has been received the employee will promptly notify the involved CDO and ensure compliance with After Hours Log procedures.

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(10) Employees issued government property under sub-custody procedures will ensure reporting of property movement to the responsible directorate authority in accordance with NAVENVIRHLTHCENINST 6700.1 series.

(11) Upon checking out from the command, all staff members will return their swipe card, Intrusion Detection System card, and keys to the Key Control or Physical Security Officer. Check out sheets will not be initialed until security procedures are completed.

(12) NAVENVIRHLTHCEN staff members hosting a class or conference for students or attendees from activities outside of NAVENVIRHLTHCEN Walmer must provide an attendee roster with NAVENVIRHLTHCEN point of contact to the receptionist.

5. Threat Conditions/Crisis Management

a. This notice is written at the Threat Condition Normal level of security. All increased civil or domestic threat conditions will include additional security measures implemented concurrently with all proceeding threat condition security procedures.

(1) Threat Condition Normal - Procedures as written in this notice.

(2) Threat Condition Alpha - All visitors will be met at and returned to the reception desk by the staff point of contact. Visitors must present photo identification cards.

(3) Threat Condition Bravo - Boxes, packages, briefcases, etc., will be opened by the visitor and the contents examined by the CDO or Security Officer with the staff point of contact present. All visitors will be issued unescorted badges.

Note: During Threat Condition Bravo and above visitors identified as NAVENVIRHLTHCEN Field Activity Staff personnel will be issued a Field Activity Staff badge with an expiration date which exempts them from escort requirements.

(4) Threat Condition Charlie - The Command Watch Bill will be altered to reflect a two person watch team including a Chief of the Day (COD) and a CDO. The COD or CDO will man the reception desk throughout the work day. All external doors will remain hard locked at all times with the exception of the front entrance that will be controlled by the MAG lock described in attachment D. No visitors will be admitted past the reception area without Commanding Officer, Executive Officer or acting designee approval, with the exception of emergency service personnel who will be promptly escorted by the COD, CDO or the Security Officer. All approved visitors will be issued escorted badges and escorted by a NAVENVIRHLTHCEN staff member while in the building.

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(5) Threat Condition Delta - No visitors admitted past the reception area, with the exception of emergency service personnel who will be promptly escorted by the COD, CDO or Security Officer while at NAVENVIRHLTHCEN.

b. The three kinds of emergencies that may require special security handling of classified materials are natural disasters, civil or domestic disturbances, and enemy action. Refer to NAVENVIRHLTHCENINST 3070.1, 5510.1 and 5239.1 series for specific guidance. If destruction of classified material is ordered by appropriate authority, a minimum of two persons with secret clearances must conduct the destruction and annotate the classified material destruction log as evidence of task completion.

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Attachment A

Subj: EMERGENCY RESPONSE EVACUATION PLAN (EREP)

1. The EREP outlines duties and responsibilities for the safe orderly evacuation of personnel to prevent personal injury or loss of life, and applies to any event that may require evacuation of NAVENVIRHLTHCEN.

2. The Safety Officer is responsible for:

- a. Maintaining a current EREP.
- b. Coordinating and publishing evacuation routes with directorate emergency assembly areas designated.
- c. Annual staff training and building evacuation exercises.

3. EREP Definitions and Situational Responsibilities:

a. Evacuation Routes and Emergency Assembly Areas - Predetermined routes within the building that lead to areas outside the building designated for directorate personnel to assemble after evacuating the building.

(1) Command Point - Command Suite personnel, Evacuation Leader and Safety Officer assemble in the emergency assembly area located across the west parking lot in the grass area on the north side of the first Cedar tree directly in front of the emergency exit door by the Executive Officer's office.

(a) Coordinate command and emergency agency response efforts.

(b) Emergency Assembly Area information gathering and official news media information release.

(c) Cellular phone support by the Command Master Chief and Command Duty Officer.

b. Evacuation Leader or the Security Officer in his or her absence - Person responsible for ensuring that all personnel have evacuated the building.

(1) Staff notification of the need to evacuate.

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(2) Notification of appropriate emergency agencies.

(3) Serve as liaison between the Command Point and the Area Leaders reporting final evacuation results, emergency condition status reports, safe entrance back into the building and/or Commanding Officer approved early dismissal of NAVENVIRHLTHCEN personnel.

c. Area Leaders - Persons responsible for evacuating their assigned areas and assisting disabled personnel.

(1) Maintain current knowledge of area personnel and their whereabouts.

(2) Gain an intimate knowledge of primary and secondary evacuation routes and assigned emergency assembly area.

(3) Remain with assigned area personnel at the emergency assembly area until the NAVENVIRHLTHCEN complex is cleared for reentry or all personnel are released from duty.

(4) Advise the Evacuation Leader of personnel and visitor status after reporting to the emergency assembly area.

d. NAVENVIRHLTHCEN Personnel - All assigned staff and their visitors.

(1) Phone report obvious emergency conditions such as fires, explosions, and displayed firearms to the Receptionist at extension 5500 identifying the emergency and location.

(2) Perform a safe and orderly evacuation from the NAVENVIRHLTHCEN complex immediately upon the sounding of an internal alarm or announcement by appropriate authority. Direct visitors to command point to be mustered.

(3) Report to the assigned emergency assembly area following the designated evacuation route or the nearest exit. Remain at the emergency assembly area and follow the directions of the assigned area leader.

(a) Command Suite personnel, Evacuation Leader and Safety Officer assemble in the emergency assembly area located across the west parking lot in the grass area on the north side of the first Cedar tree directly in front of the emergency exit door by the Executive Officer's office.

(b) Organizational Development (OD) Directorate - Emergency assembly area located across the west parking lot opposite the reception desk main entrance door area next to three small trees in the far left corner of the grass area.

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(c) Industrial Hygiene (IH) Directorate - Emergency assembly area located across the west parking lot on the south side of the second Cedar tree in the grass area centered between both IH emergency exits.

(d) Environmental Programs (EP) Directorate - Emergency assembly area located across the west parking lot on the north side of the second Cedar tree in the grass area centered between both IH emergency exits.

(e) Resources Management (RM) Directorate - Emergency area located across the east parking lot in the grass area on the south side of the command vehicle cage directly in front of the emergency exit beside the RM Director's office.

(f) Occupational Medicine (OM) Directorate - Emergency assembly area located across the east parking lot on the north side of the light pole opposite the emergency exit door next to the HP Director's Office.

(g) Preventive Medicine (PM) Directorate - Emergency assembly area located across the west parking lot on the south side under the tree next to the entrance/exit access to the parking lot.

(h) Navy Inspector General Unit - Emergency assembly area located across the south parking lot next to the light pole by the dumpster opposite the emergency exit door next to the Oversight Inspection (OI) Director's Office.

(i) Administration and Support (AS) Directorate - East Parking Lot directly across from the loading dock.

(j) Health Promotion (HP) Directorate - East Parking Lot directly across from the transformer.

(k) Plans & Ops Directorate - Across the East Parking Lot on the South side of the light pole opposite the emergency exit next to the HP Directors Office.

(l) Visitors & Students will muster with the CDO at Command Point.

(4) Remain with assigned area personnel at the emergency assembly area until the NAVENVIRHLTHCEN complex is cleared for reentry or all personnel are released from duty.

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Attachment B

Subj: SUSPICIOUS OBJECT/BOMB THREAT PLAN

1. Although most unfamiliar objects do not present a hazard and most bomb threats are a hoax, each threat must be treated seriously with prompt action to prevent personal injury. Be sensitive to the presence of strangers, packages, or unattended containers of any type.
2. Explosions may be caused by chemicals, fuels, incendiary devices or bombs. Even with an advance warning of a potential explosive device on the compound, a bomb threat will cause surprise and confusion. NAVENVIRHLTHCEN personnel must remain calm and professional to prevent unnecessary harm to themselves or others.
3. The likelihood of receiving a bomb in the mail is remote, but keep in mind that a bomb can be enclosed in either a parcel or an envelope, and the outward appearance is limited only by the imagination of the sender. Mail bombs have exhibited the following unique characteristics.
 - a. Bear endorsements such as "personal" or "private" when the addressee does not normally receive personal mail at the command.
 - b. Inaccurate addressee name and/or title.
 - c. Distorted hand writing, homemade labels or cut and paste lettering.
 - d. Protruding wires, aluminum foil or oil stains and/or a peculiar odor.
 - e. Feel rigid; unusual soft spots; appear uneven or lopsided; and may present unusual bulges.
 - f. Unprofessionally wrapped with several tape combinations.
 - g. Buzzing or ticking noise, or a sloshing sound.
4. When a suspicious object is found in or around the NAVENVIRHLTHCEN complex the following procedures will be implemented by the first staff member discovering the item.
 - a. Remain calm.
 - b. Do not touch the item!

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c. Ask personnel in the immediate area if they are aware of the origin of the item. If the origin of object remains unknown contact the Security Officer immediately and report the discovery circumstances for further investigation.

d. The Security Officer will repeat area personnel inquiries and if the origin continues to remain unknown, an internal announcement will be made detailing the location of the object and a request for NAVENVIRHLTHCEN staff assistance in determining the origin of the object. If no response is received and the Security Officer has determined that the suspicious object presents a valid threat to NAVENVIRHLTHCEN employees, he or she will implement the "known bomb threat protocol" detailed below by immediately notifying the following personnel:

(1) Command Duty Officer at extension 5500.

(2) Commanding Officer, Executive Officer and the Command Master Chief at extension 5402.

(3) Further notification will include the following organizations as directed:

(a) Norfolk Police, at 911.

(b) Naval Criminal Investigative Service, 444-7327.

(c) Explosive Ordnance Disposal (EOD) Team, 445-2750

(d) Advanced Services Incorporated, 858-3760.

(e) U.S. Department of Justice Immigration and Naturalization, 858-6191.

(f) C. B. Richard Ellis, 490-3300.

(4) The Security Officer will remain in the area of the On Scene Captain, Command Master Chief, and the Command Duty Officer to provide additional assistance as required.

e. The Executive Officer shall become the On-Scene Captain during normal working hours, and will ensure the following:

(1) Prompt orderly evacuation of the building after the suspicious object has been confirmed to be an explosive device. Emergency assembly areas and evacuation routes will be routed away from the threat area and the NAVENVIRHLTHCEN complex to the field at the corner of Walmer Avenue and Robin Hood Road across the street from the Human Resource Training Office (HRSC East).

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(2) No action shall be taken to secure utilities, communication or computer systems.

(3) The On Scene Captain, Security Officer, Command Duty Officer and the Command Master Chief will evacuate to the field directly across the street from the main entrance doors of ASI with cell phone support to facilitate safe orderly communication with appropriate authorities upon arrival.

(4) Direct personnel to return to the NAVENVIRHLTHCEN complex or secure to their homes in accordance with the outcome of the explosive incident.

5. Threats against the Federal Government have grown substantially in recent years. Many of the threats are made against individuals. Others allege that bombs have been planted in Federal facilities. Most threats are made by telephone. Virtually any Federal employee could receive such a call and must be aware that careful procedures have been developed to counter such threats, leading to the arrest and conviction of the callers.

a. NAVENVIRHLTHCEN employees receiving a telephone or electronic bomb threat must calmly obtain as much information as possible to aid in locating the bomb and determining when it will explode utilizing the following bomb threat checklist.

b. This check list is also available on the local area network and can be accessed by double clicking on the bomb threat Icon at each work station. If your computer does not have a bomb threat Icon, contact the Physical Security Officer for assistance. Staff personnel should become familiar with this check list and be ready to use it if the need occurs.

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BOMB THREAT CHECKLIST

Date: _____ Time: _____ Received by: _____

KEEP CALM AND ASK THE CALLER:

1. When will the bomb explode?
2. Where is the bomb located?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you plant the bomb?
7. Why?
8. What is your address/location?
9. What is your name?

WRITE DOWN THE FOLLOWING INFORMATION AS SOON AS POSSIBLE:

1. Exact words of the caller.
2. Sex of the caller.
3. Race.
4. Approximate age of the caller.
5. Length of the call.
6. Phone number at which the call was received.
7. Number displayed on phone extension caller ID.
8. Caller's voice: (circle as many as are applicable)

calm	crying	deep
angry	normal	ragged
excited	distinct	clearing throat
slow	slurred	deep breathing
rapid	nasal	cracking voice
soft	stutter	disguised
loud	lisp	accent
laughter	raspy	familiar

If the voice is familiar, whom did it sound like? _____

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9. Background sounds: (circle as many as are applicable)

street noises	office machinery
voices	factory machinery
PA system	animal noises
music	clear
house noises	static
motor	local
booth	long distance
airport noises	other _____

10. Threat language:

Well spoken (educated)	Incoherent
Foul language	Taped
Irrational	Read Message

11. Remarks:

12. Contact the following:

a. Command Duty Officer (CDO) at extension 5500, for Command Suite threat notification. The CDO will remain at the reception desk throughout threat confirmation procedures and deny building access to all visitors.

b. Physical Security Officer, extension 5422, will ensure the following:

(1) Organize a team of on board personnel to do a cursory search of the building for suspicious objects. The search party must be cautioned not to move or touch suspicious objects, and not to open closed drawers or locked doors.

(2) Evacuating the building should not be the first response in an unconfirmed bomb threat, but remains at the discretion of the Command Suite.

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(3) If a suspicious object is located during the search, the Physical Security Officer will conduct area inquiries and intercom procedures previously discussed to ensure that the object origin is in fact unknown.

(4) If the location of an explosive device is identified by the person making the threat and confirmed, or the origin of a suspicious object can not be determined, the evacuation order should be given by utilizing the building intercom and by word-of-mouth following the "known bomb threat protocol" detailed previously in section 4.d. of this attachment.

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Attachment C

Subj: DISSIDENT PROTEST ACTIVITIES/HOSTAGE SITUATIONS

1. Safety of non-participant visitors and NAVENVIRHLTHCEN personnel is paramount during dissident protest activities which may escalate into potential hostage situations. Accidental injury to innocent bystanders caused by reacting DOD personnel, military or civilian, will cause more damage to military interests than any protest is likely to.
2. The common goal of protesting groups is usually maximum media attention and coverage. Restrained, measured response can often frustrate the protester's goal by preventing growth of demonstrations into disturbances. Verbal direction to desist and leave, accompanied by actions to isolate the involved group should constitute the first attempt to discourage further demonstration.
3. Contact the Physical Security Officer at extension 5422, if NAVENVIRHLTHCEN becomes the target of any protest or demonstration. The Physical Security Officer will notify the following personnel:
 - a. Command Duty Officer, extension 5500, for Command Suite notification and additional support as appropriate.
 - b. Norfolk Police, 911.
 - c. Naval Criminal Investigative Service, 464-8925.
 - d. General Services Administration Law Enforcement, 441-3227 and C. B. Richard Ellis, (lessor) 490-3300.
4. Threat Condition Alpha procedures will be set during dissident protest activities, requiring that all NAVENVIRHLTHCEN visitors be met at and returned to the reception desk by the staff point of contact. Extra care and attention will be applied by all personnel entering parking lots. The buddy system should be employed to avoid single person accessibility. Threat condition procedures will be advanced in accordance with dissident protest activities and hostage events as appropriate.
5. Hostage situations are extremely volatile. All NAVENVIRHLTHCEN personnel and visitors will remain clear of the affected area, allowing trained law enforcement officials complete control of hostage situation resolution.